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**PETITION TO TRANSFER MINOR  
GUARDIANSHIP TO NEVADA**

**PACKET GM-19**

**INSTRUCTIONS FOR COMPLETING FORMS**

CAREFULLY READ ALL INSTRUCTIONS BEFORE STARTING TO FILL OUT  
ANY OF THE FORMS.

Use **black or blue ink only**. Neatly print or type the information requested.  
Do not use correction fluid/tape on the forms.

This packet contains the following forms:

1. EFile User Agreement
2. Petition to Transfer Minor Guardianship to Nevada
3. Exhibit A: Copy of Other State's Provisional Order of Transfer
4. Exhibit B: List of Minor's Relatives
5. Exhibit C: Information Regarding the Protected Minor's Estate
6. Confidential Information Sheet-Guardianship
7. Citation to Appear and Show Cause
8. Certificate of Mailing
9. Declaration of Service

Some of the forms are set up for two petitioners. If there is only one person petitioning for guardianship, please print "n/a" wherever the form asks for information about a second petitioner.

The penalty for willfully making a false statement under penalty of perjury is a minimum of 1 year, and a maximum of 4 years in prison, in addition to a fine of not more than \$5,000.00. N.R.S. §199.145.

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## INSTRUCTIONS: STEP 1

### EFlex Account and EFile User Agreement:

To file your documents, you will need to sign up for an eFlex account and have a valid email address. There is no fee to sign up for a standard eFlex account. If you already have an eFlex account for a different case, you do not need to create another account and can skip this step.

To sign up:

- 1) Carefully read and complete the eFile User Agreement (Standard) by filling in as much information as possible, signing, and dating page two;
- 2) Return the eFile User Agreement (Standard) to the Second Judicial District Court, or email it to [eflexsupport@washoecourts.us](mailto:eflexsupport@washoecourts.us); and
- 3) Request an account at <https://wceflex.washoecourts.com/>.

<p>SECOND JUDICIAL DISTRICT COURT</p>  <p>WASHOE COUNTY STATE OF NEVADA</p> <p><b>EFILE USER AGREEMENT (Standard)</b></p> <p>This serves as your eFile User Agreement with the Second Judicial District Court for the purpose of registering an account to permit eFiling of court case documents using the eFlex Electronic Filing System (eFlex account). Currently, this account will be subject to a \$0.00 fee per transaction. This agreement will expire at the end of 1 year unless the account is renewed. Accounts may be renewed online at <a href="http://www.washoecourts.com">www.washoecourts.com</a>.</p> <p>By registering for an eFlex account I agree and consent to the following:</p> <ul style="list-style-type: none"><li>• I will submit court filings electronically through eFlex on court cases for which I am an active party or attorney of record, or an officer of the Court filing documents in my official capacity.</li><li>• As a registered eFlex account holder, I cannot deactivate my email address without filing a Written Notice of Intent to change my email address with the District Court. The Written Notice of Intent must include my bar number and a list of all pending court matters. Also included must be an acknowledgment that all parties and attorneys of record on those pending matters have been notified of my new email address. I understand that it is my responsibility to keep my email address updated on my eFlex account profile.</li><li>• I understand that once my eFlex account is deactivated, I will no longer be able to electronically eFile or via any documents using my account nor will I receive eFlex electronic service. Furthermore, I will no longer have access to court records through my eFlex account.</li><li>• Electronic signatures (e.g. /s) are permissible on electronically filed documents submitted from the e-File E-Flex account. (See Nevada Electronic Filing and Conversion Rules, Rule 11).</li><li>• I will accept eFlex electronic notices sent to my email on file with eFlex as valid and effective service for eFiled documents replacing the need for paper service. Electronic service of documents is limited to the documents permitted to be served by mail, express mail, overnight delivery, or facsimile transmission. <b>Summons, petition or other document that must be served with a summons, and summons or a subpoena cannot be served electronically.</b></li><li>• I agree to the terms of the license agreement as stated by Tybera on the court's eFlex website under "terms of use" and "privacy policy" when registering for an eFlex account and pressing the submit button.</li><li>• I understand that email addresses supplied by the registered user via the username/password access through "eFlex Account" supersedes the court's case management system for the purpose of determining valid and effective service of eFiled documents. I understand that it is my responsibility to keep my email address updated on my eFlex account profile.</li><li>• I agree to file the proper motion to withdraw/notice of change/substitution of counsel/notice of termination employment (whatever applies) into each of my cases whenever I depart from an agency, office, or law firm or cease to represent a party in any case, or cease to be an eFlex user <b>within 10 days of any such change</b>. If known, I will designate the new attorney and/or e-File contact on each case. Further, I will separately notify the Clerk of Court of any employment change which will globally affect all or a majority of my cases.</li><li>• I acknowledge receipt, understanding and agree to follow the Nevada Electronic Filing and Conversion Rule (NEFCR).</li></ul> <p>Revised December 4, 2019</p>	<ul style="list-style-type: none"><li>• I understand if a party submits a proposed Order and the Order is eFiled by the Court, <b>ONLY</b> eFlex account holders will be served by the Court. I understand all other parties must be served by the party who submitted the proposed Order by other means.</li><li>• I understand as a registered eFlex account holder, I will only have access to documents in court cases for which I am an active party or attorney of record. In the event that I inadvertently obtain access to unauthorized information on any case, I will immediately notify the Court Administrator/Clerk of Court, presiding judicial officer and all active attorneys on that specific case. I will take every precaution to shield myself and all members of my firm from viewing, downloading or disseminating any unauthorized information. I will delete and destroy immediately any unauthorized information that I inadvertently obtain.</li><li>• I understand any violation of the terms of this agreement may result in sanctions imposed by the Court.</li><li>• I understand my account may be suspended if I provide any untruthful information on this user agreement.</li></ul> <p>Attorney or Person Name: _____ If an attorney, Bar ID: _____ Law Firm: _____ If not an attorney, DOB: _____ Interpreter needed: <input type="checkbox"/> Yes or <input type="checkbox"/> No Language: _____ If not an attorney, Case number(s): _____ eFlex Email Address: _____ 1<sup>st</sup> Alternate eFlex Email Address: _____ 2<sup>nd</sup> Alternate eFlex Email Address: _____ Mailing Address: _____ City: _____ State: _____ Zip Code: _____ Phone Number: _____ Fax Number: _____ Designated eFlex contact person: _____</p> <p><b>I hereby certify all my answers above are true and correct and that I have read the above information and agree to abide by the requirements and terms as stated in this agreement.</b></p> <p>Date: _____ Signature of Attorney/Person Agency Signatory: _____</p> <p>Check one: <input type="checkbox"/> Renewal of Standard Account. (follow online instructions at <a href="http://www.washoecourts.com/index.cfm?page=eflex">http://www.washoecourts.com/index.cfm?page=eflex</a>) <input type="checkbox"/> New Standard Account</p> <p><small>To become a registered eFlex account holder, you must request an account online at <a href="https://wceflex.washoecourts.com">https://wceflex.washoecourts.com</a> and click on the "Request Account" button. Next, print out this form, complete and sign it and deliver the ink-signed copy to the Second Judicial District Court, Resource Center, 1 S. Sierra Street, Third Floor Reno, NV 89501. Upon completion of your account request <b>AND receipt of the signed eFile User Agreement</b>, your electronic request for a user account will be approved. You will be notified by email and be able to login with your user name and requested password within three (3) working days.</small></p> <p>Translated/interpreted by (if applicable): _____ Print Name _____ Signature _____</p> <p>Revised December 4, 2019</p>
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If you need further assistance signing up for an account, please call the Resource Center at 775-325-6731.

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## INSTRUCTIONS: STEP 2

### Complete the Petition as Shown:

Attach a certified copy of other state's provisional order of transfer to Nevada as Exhibit A, the List of Minor's Relatives as Exhibit B, the Information Regarding the Protected Minor's Estate as Exhibit C (if you are requesting guardianship over the protected minor's estate). Attach any other documents that support your petition. Documents must **not** contain full bank account numbers, social security numbers, or driver's license numbers.

\* If only one person is petitioning, put N/A wherever it asks for information for a second petitioner.

1) Print your name, address, telephone number, and email.

2) Check the box for the correct type of guardianship. Print the name of the Protected Minor. You will be assigned a Case No. when you file the Petition with the Court.

3) Complete pages 1 - 7, following the instructions on each page.

COURT CODE: \_\_\_\_\_  
Your Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City, State, Zip: \_\_\_\_\_  
Telephone: \_\_\_\_\_  
Email Address: \_\_\_\_\_  
Self-Represented \_\_\_\_\_

**IN THE FAMILY DIVISION  
OF THE SECOND JUDICIAL DISTRICT COURT OF THE STATE OF NEVADA  
IN AND FOR THE COUNTY OF WASHOE**

In the Matter of the Guardianship of the:

Person  
 Estate  
 Person and Estate

CASE NO.: \_\_\_\_\_  
DEPT: \_\_\_\_\_

of:  
\_\_\_\_\_  
*(name of child who has a guardian)*  
A Protected Minor.

**PETITION TO TRANSFER CHILD GUARDIANSHIP TO NEVADA**

Petitioner(s), *(name of guardian/conservator)* \_\_\_\_\_  
and *(name of co-guardian / conservator, or write "N/A" if only one)* \_\_\_\_\_,  
request this court accept jurisdiction over this guardianship pursuant to Nevada Senate Bill 8 (SB 8).

1. The Petitioner(s) were appointed as guardians / conservators by the following court *(full name of the court, as noted on their pleadings, where guardianship and/or conservatorship was granted)*:  
Court Name: \_\_\_\_\_  
Case/Cause No. \_\_\_\_\_

2. A certified copy of the provisional order of transfer from the original court is attached. *(this is mandatory)*

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Page 1 of 7 – Petition to Transfer Child Guardianship to Nevada

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## INSTRUCTIONS: STEP 3

**Complete the Index of Exhibits and the Exhibit Cover Page as Shown:**

You will need to attach:

- A certified copy of other state's provisional order of transfer to Nevada;
- List of Minor's Relatives;
- Information Regarding the Protected Minor's Estate (if you are requesting guardianship over the estate)

Make sure to fill in the number of pages for the other state's provisional order of transfer to Nevada and exhibit B, the List of Minor's Relatives. If you are requesting guardianship over the estate, please fill out exhibit C.

**You do not need to write anything else on these pages, unless you are attaching additional exhibits.**

The documents should be in the following order to file:

- Petition to Transfer Minor Guardianship to Nevada
- the Index of Exhibits
- the Exhibit Cover Page A
- the certified copy of other state's provisional order of transfer to Nevada.
- the Exhibit Cover Page B
- List of Minor's Relatives
- the Exhibit Cover Page C
- the Information Regarding the Protected Minor's Estate (if applicable)

INDEX OF EXHIBITS	
Exhibit Number <u>A</u>	Number of Pages _____
Exhibit Description	<u>Copy of Other State's Provisional Order of Transfer</u>
Exhibit Number <u>B</u>	Number of Pages <u>1</u>
Exhibit Description	<u>List of Minor's Relatives</u>
Exhibit Number <u>C</u>	Number of Pages <u>1</u>
Exhibit Description	<u>Information Regarding Protected Minor's Estate</u>
Exhibit Number _____	Number of Pages _____
Exhibit Description	_____
Exhibit Number _____	Number of Pages _____
Exhibit Description	_____
Exhibit Number _____	Number of Pages _____
Exhibit Description	_____
Exhibit Number _____	Number of Pages _____
Exhibit Description	_____
Exhibit Number _____	Number of Pages _____
Exhibit Description	_____

Exhibit Cover Page
EXHIBIT NUMBER A

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## INSTRUCTIONS: STEP 4

### Complete the Confidential Information Sheet-Guardianship as Shown:

For both the minor and each guardian(s), you must attach a copy of one of the following documents: Social Security card, taxpayer identification number, valid driver's license, valid identification card, valid passport, or birth certificate (for minor only). This document is confidential. If you are unable to obtain a copy of the minor's identification before the Order Granting Guardianship, please attach the guardian(s)' identification and fill out as much information as possible for the minor. If the Order Granting Guardianship is entered, please file an amended required information sheet with the minor's information.

1) Print your name, address, telephone number, and email.

2) Check the box for the correct type of guardianship. Print the name of the Protected Minor. You will be assigned a Case No. when you file the Petition with the Court.

3) Complete pages 1 - 2, following the instructions on each page. Make sure to mark the box for the type of identification you are providing on each person.

Attach a copy of each identification to the form.

COURT CODE: GRR1  
Your Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City, State, Zip: \_\_\_\_\_  
Telephone: \_\_\_\_\_  
Email Address: \_\_\_\_\_  
Self-Represented

**IN THE FAMILY DIVISION  
OF THE SECOND JUDICIAL DISTRICT COURT OF THE STATE OF NEVADA  
IN AND FOR THE COUNTY OF WASHOE**

In the Matter of the Guardianship of the:

Person  
 Estate  
 Person and Estate

CASE NO.: \_\_\_\_\_  
DEPT: \_\_\_\_\_

of:  
\_\_\_\_\_  
(name of child who needs a guardian)  
A Proposed Protected Minor.

**CONFIDENTIAL INFORMATION SHEET - GUARDIANSHIP REQUIRED**  
**INFORMATION SHEET**

First Guardian (full legal name): \_\_\_\_\_

Identification Attached (check one and attach a copy):

Social Security Number  
 Birth Certificate  
 Valid Driver's License Number  
 Valid Identification Card Number  
 Valid Passport Number

Second Guardian (full legal name, or "n/a" if none): \_\_\_\_\_

Identification Attached (check one and attach a copy):

Social Security Number  
 Birth Certificate  
 Valid Driver's License Number  
 Valid Identification Card Number  
 Valid Passport Number

Child (child's full legal name): \_\_\_\_\_

Identification Attached (check one and attach a copy):

Social Security Number  
 Birth Certificate  
 Valid Driver's License Number  
 Valid Identification Card Number  
 Valid Passport Number

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Page 1 of 2 - Confidential Information Sheet (Child)

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## INSTRUCTIONS: STEP 5

### Electronically Filing the Documents

You will need to upload the original documents to eFlex. EFlex is available online at <https://wcefex.washoecourts.com/>, and in the Law Library and the Resource Center.

If you have not done so, you will need to sign up for an eFlex account and turn in the EFile User Agreement (*see INSTRUCTIONS: STEP 1*), to the Second Judicial District Court, or email to [eflexsupport@washoecourts.us](mailto:eflexsupport@washoecourts.us).

Sign into your eFlex account using the username and password you created and electronically file the:

- Petition to Transfer Minor Guardianship to Nevada & index of exhibits
- Exhibit A: the certified copy of other state's provisional order of transfer to Nevada (*as a continuation to the Petition*)
- Exhibit B: List of Minor's Relatives (*as a continuation to the Petition*)
- Exhibit C: Information Regarding the Protected Minor's Estate (*as a continuation to the Petition*)
- Confidential Information Sheet-Guardianship with Required Identification

*The Citation to Appear and Show Cause will not be filed at this time. However, if you are filing at the courthouse you may bring the Citation with you and have it issued (see INSTRUCTIONS: STEP 6).*

Make sure to keep the original copy of any documents you file for your personal records. File-stamped copies of your documents are available through your eFlex account.

Scanners are available in the Law Library and the Resource Center.

There may be a filing fee charged when the documents are filed. Fee information is available at the Resource Center and online at: [www.washoecourts.com](http://www.washoecourts.com)

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## INSTRUCTIONS: STEP 6

### Complete the Citation to Appear and Show Cause as Shown:

Take the Citation to the third floor of 1 South Sierra Street or contact the Judicial Assistant in Department 14 at 775-325-6788. The Judicial Assistant will assist you to set a hearing and issue the Citation. You must provide a copy of the Petition and Citation to Appear and Show Cause to the following family members of the minor, if surviving:

- Mother
- Siblings (over the age of 14)
- Father
- Grandparents

You will also need to serve:

- The Director of the Department of Health and Human Services if the Minor has received or is receiving benefits from Medicaid;
- Any other person taking care of the Minor; and
- Anyone else who is listed under NRS 159A.034.

1) Print your name, address, telephone number, and email.

COURT CODE: 1395  
Your Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City, State, Zip: \_\_\_\_\_  
Telephone: \_\_\_\_\_  
Email Address: \_\_\_\_\_  
Self-Represented \_\_\_\_\_

2) Print the heading, Case No., and Dept. No. exactly as it appears on all your other documents for this Guardianship case.

IN THE FAMILY DIVISION  
OF THE SECOND JUDICIAL DISTRICT COURT OF THE STATE OF NEVADA  
IN AND FOR THE COUNTY OF WASHOE

In the Matter of the Guardianship of the:

- Person  
 Estate  
 Person and Estate

CASE NO.: \_\_\_\_\_  
DEPT.: \_\_\_\_\_

of:

\_\_\_\_\_  
(name of minor who has a guardian)  
A Protected Minor.

3) Print the names of all the people you are required to serve.

### CITATION TO APPEAR AND SHOW CAUSE

TO: (protected person's name) \_\_\_\_\_  
(protected person's attorney's name) \_\_\_\_\_  
(guardian's names) \_\_\_\_\_

ALL KNOWN RELATIVES OF THE PROTECTED PERSON:

(Write each relative's name on a separate line) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

4) Print the names of the Guardian(s) on page 2.

ANY PERSON HAVING THE CARE, CUSTODY, AND CONTROL OF THE PROTECTED PERSON

5) Leave the rest of page 2 blank. Court staff will fill this out.

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Page 1 of 2 - Citation to Appear and Show Cause (Generic)

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## INSTRUCTIONS: STEP 7

### Serving the Documents

Everyone listed on the citation must be served by certified mail, with return receipt requested, at least 20 days before the hearing, or by personal service at least 10 days before the date set for the hearing. **PERSONAL SERVICE CANNOT BE COMPLETED BY YOU.**

If you serve by certified mail, keep the white slips and green cards to attach to your Certificate of Mailing (*see INSTRUCTIONS: STEP 8*).

If you serve by personal service, service may be completed by:

- The Civil Division of the Sheriff's Office in the County in which the person you are serving resides or works; or
- A responsible adult over the age of 18 years (such as a friend or relative); or
- A private process service.

The Declaration of Service must be completed by the person who served the documents (*see INSTRUCTIONS: STEP 9*).

### Service by Publication

You must make a serious attempt to locate everyone listed on the front of the Citation. If none of the persons, (excluding the Director of the Department of Health and Human Services and the minor), entitled to notice of the hearing can after due diligence, be served, you may need packet **GM-6 Request to Waive Service or Publish in the Newspaper**.

A serious attempt includes, but is not limited to: attempting to locate the other person at their last known residential and employment addresses, attempting to locate them through a real property search through the Washoe County Assessor's website, attempting to contact them at their last known email address or telephone number, checking with friends, relatives, and past landlords and employers, a check on the internet locators, etc. If you request the Court's permission to provide notice via publication, you must list all of your attempts to find each person in your request. Contact the Resource Center for further information.



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## INSTRUCTIONS: STEP 8

### Complete the Certificate of Mailing for all Persons Served by Mail as Shown:

1) Print your name, address, telephone number, and email address.

2) Print the heading, Case No., and Dept. No. exactly as it appears on all your other documents for this Guardianship case.

3) Complete pages 1 – 2, following the instructions on each page.

4) List all the names and addresses of the people served by mail, if any, in these spaces. If more room is needed attach additional sheets.

COURT CODE: 1356  
Your Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City, State, Zip: \_\_\_\_\_  
Telephone: \_\_\_\_\_  
Email Address: \_\_\_\_\_  
Self-Represented \_\_\_\_\_

IN THE FAMILY DIVISION  
OF THE SECOND JUDICIAL DISTRICT COURT OF THE STATE OF NEVADA  
IN AND FOR THE COUNTY OF WASHOE

In the Matter of the Guardianship of the: \_\_\_\_\_  
 Person  
 Estate  
 Person and Estate  
of: \_\_\_\_\_  
(name of minor who has a guardian)  
A Protected Minor.

CASE NO.: \_\_\_\_\_  
DEPT.: \_\_\_\_\_

**CERTIFICATE OF MAILING FOR THE  
PETITION TO TRANSFER MINOR GUARDIANSHIP TO NEVADA**

I HEREBY CERTIFY that I served the:  check all that apply  
 Petition to Transfer Minor Guardianship to Nevada  
 Citation to Appear and Show Cause  
 Other: \_\_\_\_\_

on (month) \_\_\_\_\_ (day) \_\_\_\_\_, 20\_\_\_\_, by depositing a copy of the same in the  
U.S. Mail, enclosed in sealed envelopes, prepaid Certified Mail, Return Receipt Requested,  
addressed to:

**Relatives / Required Notices:**  
Name: \_\_\_\_\_ Address: \_\_\_\_\_  
Name: \_\_\_\_\_ Address: \_\_\_\_\_

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Page 1 of 2 – Certificate of Mailing (Child)

Name: \_\_\_\_\_ Address: \_\_\_\_\_  
Name: \_\_\_\_\_ Address: \_\_\_\_\_  
Name: \_\_\_\_\_ Address: \_\_\_\_\_  
Name: \_\_\_\_\_ Address: \_\_\_\_\_  
Name: \_\_\_\_\_ Address: \_\_\_\_\_  
Name: \_\_\_\_\_ Address: \_\_\_\_\_

If the child receives or has received Medicaid, check the following box and mail to:  
 Director of the Department of Health and Human Services  
4126 Technology Way, Suite 100  
Carson City, Nevada 89706-2009

I declare under penalty of perjury under the law of the State of Nevada that the foregoing  
is true and correct.

This document does not contain the personal information of any person as defined by  
NRS 603A.040.

DATED (month) \_\_\_\_\_ (day) \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
(Signature)  
\_\_\_\_\_  
(Printed Name)

**ATTACH THE SIGNATURE RECEIPTS (GREEN CARDS FROM THE  
POST OFFICE) TO THIS FORM WHEN RECEIVED**

Page 2 of 2 – Certificate of Mailing (Child)

5) Date, sign, and print your name.

INSTRUCTIONS: STEP 9

Complete the Declaration of Service for all Persons Personally Served as Shown:

This form will be filled out by the person who completes service. One document will need to be filled out for each individual served. It is your responsibility to file a copy of the Declaration of Service once service is completed.

This form is completed by the person who served the documents.

1) Print your name (the person who served the documents), address, telephone number, and email address.

2) Print the heading, Case No., and Dept. No. exactly as it appears on all your other documents for this Guardianship case.

3) Complete pages 1 – 2, following the instructions on each page.

COURT CODE: 1520  
 Your Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City, State, Zip: \_\_\_\_\_  
 Phone: \_\_\_\_\_  
 Email: \_\_\_\_\_  
 Self-Represented \_\_\_\_\_

IN THE FAMILY DIVISION  
 OF THE SECOND JUDICIAL DISTRICT COURT OF THE STATE OF NEVADA  
 IN AND FOR THE COUNTY OF WASHOE

In the Matter of the Guardianship of the: \_\_\_\_\_  
 Person  
 Estate  
 Person and Estate  
 of: \_\_\_\_\_  
 (name of minor who has a guardian)  
 A Protected Minor \_\_\_\_\_

CASE NO.: \_\_\_\_\_  
 DEPT.: \_\_\_\_\_

**DECLARATION OF SERVICE**  
 A copy of the filed documents can be personally served on anyone who is required to receive advice.  
 A neutral person, not involved in this case or related to the parties, can personally serve the documents directly to the person. If that is not possible, the server can personally serve the documents on someone of suitable age and discretion who lives with the person.  
 The guardian or relatives cannot do this.  
 The person who serves the documents must complete this form.

I, (name of person who served the documents) \_\_\_\_\_, declare (complete EVERY SECTION below):

- I am not a party to or interested in this action and I am over 18 years of age.
- I am not a licensed process server; I am a natural person serving legal process without compensation, not more than three times per year, on behalf of a litigant who is a natural person, and therefore I am not required to be licensed pursuant to NRS 648.063(2) (2017 Nevada Laws Ch. 126 (A.B. 128)).
- Who You Served.** I served (name of person who is supposed to get the documents) \_\_\_\_\_.

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 Page 1 of 2 – Declaration of Service (Generic)

4. **What Documents You Served.** I served a copy of the (check all that apply)  
 Petition to Transfer Minor Guardianship to Nevada  
 Citation to Appear and Show Cause / Notice of Hearing  
 Other: \_\_\_\_\_

5. **Where You Served.** I personally delivered and left the documents with: (check one)  
 **The Person Directly.** I served the documents directly to the person at the location below. (complete the details below)  
 Name of Person Served \_\_\_\_\_  
 Address Where Served \_\_\_\_\_  
 City, State, Zip Code \_\_\_\_\_  
 **Someone Who Lives with the Person.** This is a person of suitable age and discretion who lives with the person I needed to serve. (complete the details below)  
 Name of Person Served \_\_\_\_\_  
 Address Where Served \_\_\_\_\_  
 City, State, Zip Code \_\_\_\_\_

6. **When You Served.** I personally served the documents on (date you served the documents) (month) \_\_\_\_\_ (day) \_\_\_\_\_, 20\_\_\_\_ at the hour of (time) \_\_\_\_\_  a.m.  p.m.

I declare under penalty of perjury under the law of the State of Nevada that the foregoing is true and correct.  
 This document does not contain the personal information of any person as defined by NRS 603A.040.  
 DATED (month) \_\_\_\_\_ (day) \_\_\_\_\_, 20\_\_\_\_.

Server's Signature: ▶ \_\_\_\_\_  
 Server's Printed Name: \_\_\_\_\_  
 Residential / Business Address: \_\_\_\_\_  
 City, State, Zip: \_\_\_\_\_  
 Server's Phone Number: \_\_\_\_\_

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 Page 2 of 2 – Declaration of Service (Generic)

4) The person who served the documents will need to date, sign, print their name, address, and phone number. PERSONAL SERVICE CANNOT BE COMPLETED BY YOU.

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## INSTRUCTIONS: STEP 10

### Electronically Filing the Documents

You will need to upload the original documents to eFlex. EFlex is available online at <https://wcefex.washoecourts.com/>, and in the Law Library and the Resource Center.

Sign into your eFlex account using the username and password you created and electronically file the:

- Certificate of Mailing for the Petition to Transfer Minor Guardianship to Nevada
- Declaration of Service

Make sure to keep the original copy of any documents you file for your personal records. File-stamped copies of your documents are available through your eFlex account.

Scanners are available in the Law Library and the Resource Center.

Once the Certificate of Mailing and the Declaration of Service have been filed, you will need to mail a file-stamped copy to all of the parties served.

## INSTRUCTIONS: STEP 11

### The Hearing

Arrive approximately 15 minutes prior to your scheduled time for the hearing. Go to the location listed on the Order Setting Hearing.

The minor must be with you for the hearing. When your case is called, enter the courtroom and take a seat at the table on your right.

The Judge will have questions for you. If temporary guardianship is granted, the Judge will issue an Order Appointing Temporary Guardian and will set another hearing regarding full guardianship. If full guardianship is granted, the Judge will issue an Order Appointing Guardian. You will be provided a copy of the order.

### What Happens Now?

After you have received a Court Order granting guardianship, complete the Guardian's Acknowledgment(s) and Letters of Guardianship. There is additional paperwork that is required by NRS 159A after guardianship is granted. Attached to this packet is a check list to assist you. Some documents must be filed yearly.

For any additional questions please contact the Resource Center.  
Additional forms can be found at [www.washoecourts.com](http://www.washoecourts.com).

**Check List of Forms Required After Guardianship Has Been Granted**

<input checked="" type="checkbox"/>	<b>Name of Form</b>	<b>Description</b>	<b>Time to File</b>
<input type="checkbox"/>	<i>Letters of Guardianship and Oath of Guardian</i>	<i>These documents are your authority as a guardian. Each guardian must take the oath and have the letters issued to them prior to entering upon duties as a guardian. NRS 159A.073</i>	<i>Must be filed no later than 60 days after being appointed as a guardian.</i>
<input type="checkbox"/>	<i>Acknowledgment of Responsibility and Duties (Person)</i>	<i>This document details your responsibilities as a guardian of the person. <b>Only required for guardianship of the person.</b></i>	<i>Must be filed no later than 60 days after being appointed as a guardian of the person.</i>
<input type="checkbox"/>	<i>Acknowledgment of Responsibility and Duties (Estate)</i>	<i>This document details your responsibilities as a guardian of the estate. <b>Only required for guardianship of the estate.</b></i>	<i>Must be filed no later than 60 days after being appointed as a guardian of the estate.</i>
<input type="checkbox"/>	<i>Report of the Guardian of a Minor</i>	<i>This document is used to communicate important information regarding the conditions of a minor to the Court. <b>Only required for guardianship of the person.</b></i>	<i>Required <b>annually</b> within 60 days of the anniversary of the order appointing guardian, or whenever the court requests.</i>
<input type="checkbox"/>	<i>Accounting</i>	<i>This document is used to communicate information regarding the minor's estate and activities regarding the estate to the Court. <b>Only required for guardianship of the estate.</b></i>	<i>Required <b>annually</b> within 60 days of the anniversary of the order appointing guardian, or whenever the court requests.</i>
<input type="checkbox"/>	<i>Inventory, Appraisal, and Record of Value</i>	<i>This document is used to inform the court of any moneys, accounts, real property, and personal property of the minor. <b>Only required for guardianship of the estate.</b></i>	<i>Must be filed no later than 60 days after being appointed as a guardian of the estate, or whenever the court requests.</i>
<input type="checkbox"/>	<i>Certificate of Completion of Guardianship Training</i>	<i>Once you completed the required Guardianship Training, you will need to file the certificate given to you at the end of the training with the court. NRS 159A.059</i>	<i>As soon as an available class has occurred and you have completed the training.</i>

***This is not a comprehensive list, please see your Acknowledgment of Responsibility and Duties for a complete list of all responsibilities.***

## Legal Assistance Information

The information in this packet is provided as a courtesy only. This packet is not a substitute for the advice of an attorney. Counsel is always recommended for legal matters.

If you do not have an attorney, you are encouraged to seek the advice of a licensed attorney or contact the Resource Center or the Law Library. **The Resource Center and the Law Library staff cannot give legal advice** but can give information regarding court procedures.

You may wish to speak with a lawyer at no cost through the Law Library's Lawyer in the Library program. The Lawyer in the Library program is held via Zoom; you must register ahead of time to participate. No walk-ins accepted as space is limited.

### LAWYER IN THE LIBRARY

Sign up on our website:

<https://www.washoecourts.com/LawLibrary/LawyerInLibrary>

For questions, contact the Law Library at 775-328-3250

To seek assistance from other free or reduced-cost legal resources in the area, please contact:

#### NEVADA LEGAL SERVICES

449 S. Virginia St.  
Reno, NV 89501

775-284-3491 – leave a message, if  
necessary

<https://nevadalegalservices.org>

#### NORTHERN NEVADA LEGAL AID

1 S. Sierra St., 1<sup>st</sup> Floor  
Reno, NV 89501

775-321-2062 – leave a message, if  
necessary

<https://nnlegalaid.org>